

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Minutes for September 6th Meeting ***

I. Call to Order and Roll Call – Joanna Adams 7:11 No Aaron

- Board members in attendance: Linda Bosworth, Joanna Adams, Harold Herman, and Aaron Anderson.
- Others in attendance include: Shelley Nolan; Jamie Campbell, serving as interim secretary; Matt (A2Z); 2 residents of the Water District; secretarial candidate, Chelsea Sellers

II. Reading and approval of the minutes.

Jamie Campbell read the highlights of the August minutes. Joanna Adams motioned; Linda Bosworth 2nd ; minutes were approved unanimously

III. Public comment – Joanna Adams

Two community members expressed confusion about the current billing format.

Clarence brought a bill to discuss with the water district board. The board pointed out the lot numbers that people are being for is noted on the bill. Upon review of his bill, he was informed that it is showing that his tenants have not paid the water bill. The board emphasized that the property owner receives the bill, not the tenants. If a property owner wants his tenants to pay the bill then he will need to coordinate that. One suggestion was to have the tenants pay him directly for the water, then the property owner pays the complete water bill. This would ensure him that he had not outstanding debt to the Water District.

Norma pointed out that using a negative sign on the credited amount of her bill is very confusing.

IV. Operator's report- Matt and Harold

Since the last meeting many emergency repairs have been completed along Gordon Ave. The team has been searching for major leaks and working to locate the lines. Wes was able to repair 4 - 5 leaks. A major leak was found on a service connection and repaired. One main valve out of Gordon Ave pump house was replaced. The line on Mountain Ave was looped into the main line. The water pressure is up to 60 psi and the pump has turned off for the first time. (Previously this pump ran continuously). Leaks behind the River Bridge Inn were located and repaired. Couplers were replaced in various locations.

Mark Munsinger assisted Wes in some of these efforts. Wes also switched out all the pressure tanks at the pump houses . He had some used tanks to install, thus saving the Water District money. The tanks weren't set up so they could be taken

off line. Pipe needed to be installed in order to facilitate the tank replacement. During the repairs some black water flushed through the system impacting some residents.

It was noted that the Water District includes two separate sets of lines that are not connected to one another. Connecting both sides, shutting down the pump, draining the tank to clean out the manganese will be priority next steps. Eventually the district will be adding more flush hydrants will help flush out the system.

Travis will meet with Matt to go over all the repairs that have been done.

Federal grant money requires an inspector to be on site when they do federal grant related work – at the moment that is not required. The district is saving money by not having a formal inspector on site during the emergency grant – however Harold and Aaron have been present and monitoring the work that was done.

Shelly – August water samples were completed, resulting in no detected dioxin. The operator took the routine samples. Nothing has been reported to the district in writing. Matt noted that Wes may have the written reports.

Matt took the May sample on May 31 and Shelley took the June and July samples. Wes took the August samples.

The water District wants a photo copy of the water test results and a monthly written summary from Wes.

V. Financial report – Linda Bosworth

Profit and loss statement reports: 19,032.32 profit; 7,878.78 in expenses, resulting in a net income 11153.52.

Amount owed to board members is as follows: Harold Herman -1667.61, Ken Kahn - 87.39, Joanna Adams – 96.60 and Linda Bosworth - 3969.24.

Ken Kahn was paid the balance owed to him.

Glacier Bank Statement balance: July 31- 5712.21; August 31 - 6894.99.

Water District Balance Sheet indicates that 8365.49 is current Glacier Bank balance as of September 6, 2016.

VI. Correspondence -Joanna Adams

Eclipse is owed a total of 2090.75. This includes the initial set-up fee of: 1250. Payment arrangements were made that allow the water district to cover that expense in thirds. The board determined to pay 1/3 of set up plus the July balance of 427.20 and August balance of 413.55. A check in the amount of 1265.75 will be written to Eclipse

Wes Cruz invoice is 1666.97. This includes the cost of parts and his base fee of 500 for August. Mark Munsinger is owed 475. Travis (TM Contracting) is owed 13,287.50. Emergency repair expenses should be covered by the grant. The grant

needs to be tracked separately. The goal is to keep the emergency repairs under 16000, this will allow a 4000 payment to A2Z. The board determined that the cleanest accounting plan would be to pay Wes his monthly base fee of 500 from current funds. The balance of the expenses noted will be paid upon receipt of the grant funds.

Resident payments and correspondence was reviewed.

Joanna Adams stated she had spoken with Steve Skyberg noting that he has his own private well. He sent proof of his water rights transfer – dated Sept 18 1989 – which confirms he has a well. He will be removed from the books.

It was noted that the Matson's also have a well.

Ken Kahn's certification for Waste Water Certification came.

The Flathead Electric bill of 629.29 was reviewed.

Dwayne Schulz is working with Neighbors in Need and can pay a total of 86.60 for water. Bruce Schulz is being billed for one connection (his brother is on a connection as well). They have one lot with two trailers, thus two connections. Bill needs to be sent to Bruce.

Ken Kahn's resignation was reviewed.

Returned mail notices were reviewed.

Property Betty owned, went to Ronnie, both are now deceased so the property is vacant.

Vacant properties will have curb stops installed to prevent emergency repairs in the winter.

Doug Klien reports he is paid in full. Linda Bosworth reports that her records indicate the same.

Bruce Lutz received an invoice from Eclipse but he has not been hooked up to the system yet. The old well on his property has been shut off for a long time. It is vacant land with the old pump house. He has no water. The board will ask Eclipse to remove him from their bookkeeping system.

Further discussion noted that the pump house was part of the original system and there is a flush hydrant still in place. The well was abandoned. Bruce already provided keys to the Water District so they could access the flush hydrant if they would like. Joanna Adams will call Bruce to determine what his future water are and the repair team needs will check out the facility.

Aaron reported that someone showed him where there is another leak.

Esther Seamon's 226 Gordon Avenue address is being reviewed. It may be vacant or Todd Green may be at this residence. Harold Herman will check this out to see who lives there. He believes it was Rienke's lot and it is in the process of being sold.

Robert Rienke stated he has paid for 111 Gordon, a total of 3 lots. The Water District has no record of this by Joanna Adams suspects he may have sent the checks to Larry Streeter.

VII. Old business.

1. Joanna Adams reported the website has been updated.
2. Applicant for secretary, Chelsea Sellers, was interviewed by the board. She is a Real Estate agent and an independent contractor. She was referred to the Water District by Barb at the Meadow Lake Water District. Prior to Real Estate she was in hospitality management

Her familiarity with Water Districts consists of: assisting with the Water District in Whitefish, sharing an office with the Meadow Lake Water District, and recently hooking her home up to the Columbia Falls Water District.

Joanna Adams reported that job responsibilities would include: taking minutes, recording them in corporate book, e-mailing them to county, drafting an agenda, post agenda to website, e-mail agenda, track bylaws and changes, post those to website and corporate book, notices to the website, mailing out special notice to residents, corporate book records, occasionally pulling records that are needed. Monthly meeting is typically 3 hours on the first Tuesday of each month.

It was determined that Chelsea would start at \$20.00 per hour based on the current job description. She does not want to put in more than 10 hours per month. The goal will be to work toward a flat rate once the full extent of the position is determined. Because she is an independent contractor and has her own corporation, the district just issues her a 1099.

Chelsea is willing to get started during the month. She can be billed. She will bring proof of her contractor status.

Joanna Adams motioned to elect Chelsea as a secretary, Linda Bosworth seconded, motion passed unanimously

3. Hiring GM was discussed. It was noted that the law requires they must have a GM to report to the treasurer. The board will keep ears open for a GM but the topic was tabled at this time.
4. Election Discussion was tabled
5. Status of Water Rights discussion was tabled
6. Tank house meter payments have been made to the Streeters.
7. The CPA the district was hoping to hire has not been in contact with the Water District since the last board meeting.
8. Status of income survey. Joanna Adams had conversation with Dan Kramer regarding various conversations he had had on this topic, which included Gary Weed, Lee and Sara. Lee stated that there was no way they could make the deadline. Sara stated they would canvas the neighborhood and try to get

more of the survey's out. She noted that she had contacted 7 households by phone and delivered 9 surveys door to door and only ran into 2 people in person. They need 16 more people to complete the survey for a total of 38. However they only sent out a few the first time and not enough were returned, thus the balance due is 16. Matt state that the District can begin the application process for the Rural Development – but the money probably will not be available until December.

9. Status of emergency repairs and loan application – An attorney is required to review questions for the intercap loan and write a letter responding to those questions. The board determined they would contact Randy Snyder to do this, if he is available.

Motion was made by Joanna Adams to hire Randy Snyder to complete the legal response for the loan. Linda Bosworth seconded. Passed unanimously

10. Status of emergency response plan. Shelly noted that the document has been prepared. No negative comments have been received. She will update the document with everything that has been done periodically. The action items are a living document – as things are completed she will update, as things are needed then that will also be updated. Chapter 5 and 6 could be posted to the website, however the rest of the document should not be posted. Shelly made all the changes Linda Bosworth had asked for. Linda Bosworth motioned to accept entire source Water protection Plan. Harold Herman seconded it. Motion passed unanimously.

New business.

1. Modified hook up and assessment form was presented to the board for review. Matt also provided an example of annexation document, a copy of an e-mail that could serve as a sample for the attorney for the Intercap loan and a copy of e-mail regarding ordinance questions.

Joanna Adams made a motion to accept the application for domestic water hookup disconnection / change of ownership as written. Harold Herman seconded. Motion passed unanimously.

2. Commercial property charge form has not been credited yet. Tabled
3. Discussion of shut-offs for delinquent payment was held. The challenge is that there are few curbstops. Possibly some curbstops could be installed as part of an emergency repair. Matt will check with Wes to see how other districts handle this.
4. Replacement for vacancy on the board was discussed.
5. Discussion of ordinance #7 was held. Statutes seem to indicate that a property owner, if registered in Montana, can vote and a resident can vote. Discussion

was held on what this could look like for the Water District. It was determined that more information was needed. The vote was tabled.

6. Add parameters re board seats that (1) no spouses can be on board at same time. This topic was tabled for the next agenda

IX. Questions and answers with District staff. None occurred prior to meeting adjournment

X. Adjournment: 10:07

The next General Meeting of the Board is to be held on October 4, 2016, 7pm, at the Badrock Fire Department.